



RCW 39.26.110

The department must provide expertise and training on best practices for state procurement.

The department must establish either training or certification programs, or both, to ensure consistency in procurement practices for employees authorized to perform procurement functions under the provisions of this chapter. When establishing training or certification programs, the department may approve existing training or certification programs at state agencies. When establishing programs or approving existing programs, the department shall work with agencies with existing training programs to ensure coordination and minimize additional costs associated with training requirements.

Beginning July 1, 2013, state agencies must require agency employees responsible for developing, executing, or managing procurements or contracts, or both, to complete department approved training or certification programs, or both. Beginning July 1, 2015, no agency employee may execute or manage contracts unless the employee has met the training or certification requirements or both as set by the department. Any request for exception to this requirement must be submitted to the director for approval before the employee or group of employees executes or manages contracts.*

*Given the great number of employees who must complete this training, the course rollout schedule, and the seasonal business cycles of some agencies, the director of Enterprise Services granted a waiver extending the deadline to complete the required training by 90 days to **October 1, 2015**.

Best practices

To complete the required program organizations have shared a list of best practices:

1. Identify the employees that need to take the training now. Not everyone in an organization is actively managing a contract so not everyone needs to attend. Refer to the des.wa.gov website to determine which course is required and see the detailed information at [training types by job duty](#).
2. Along with prioritization, use your organizations data to determine who needs to attend training. Many organizations have reports identifying who is assigned a purchase card or whose name is attached to a contract.
3. To sustain the requirement use the annual individual performance plan. When employees are tasked with a contracting or purchasing role document the individual's responsibilities and add the training to the individual development plan so that all involved can received the right training at the right time.

If you have questions about the state procurement training program, please don't hesitate to contact DES Contract and Legal Services training manager Cheryl Shaw at cheryl.shaw@des.wa.gov, or (360) 407-9376

For more information: <http://des.wa.gov/about/pi/ProcurementReform/Pages/PRTraining.aspx>
